



DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
Washington, D.C. 20224

SMALL BUSINESS/SELF-EMPLOYED DIVISION

May 2, 2005

United States District Court  
Southern District of Texas  
RECEIVED

Texas Southern Bankruptcy Court (Houston Division)  
515 Rusk Ave, Room 5401  
Houston, TX 77002

MAY 2 2005

Michael N. Milby, Clerk of Court

RE: Insolvency Centralization

The Internal Revenue Service is continuing to move forward with the decision to redesign the organizational structure of the Insolvency operation. Centralization is one of the key strategies used that will result in improved operational efficiency and service to our customers.

Prior to the redesign, Insolvency work was performed in more than 70 local offices around the country. As part of the Insolvency centralization process, specific processing tasks that are performed by the clerical and paraprofessional staff will be moved to one location - the Philadelphia centralized site, also referred to as the "Philadelphia campus".

The professional staff, consisting of advisors and specialists, will remain in their current locations and we expect them to continue to maintain a significant presence in their respective bankruptcy jurisdictions. They will focus their efforts on compliance issues on Chapter 9, 11 and 12 cases as well as pre-confirmation Chapter 13 cases and complex Chapter 7 cases.

The vast majority of Insolvency correspondence will be processed by employees at the Philadelphia campus. Electronic notices including all "up front" processing of bankruptcy cases as well as "back end" work of effectuating discharge orders and closing out the bankruptcy case will be done at the Philadelphia campus. The centralization process will occur over several months on a state-by-state- basis.

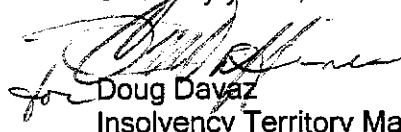
Effective May 2, 2005, the Philadelphia campus began processing work for the state of Texas. We request that you change the official mailing matrix to the following address for all correspondence directed to the Internal Revenue Service for the state shown above.

Internal Revenue Service  
P.O. Box 21126  
Philadelphia, PA 19114

Again, these changes are applicable to the state mentioned above and other locations should continue to follow existing procedures until notified to use the campus address. Insolvency employees in local offices and at the Philadelphia campus are working closely to limit the impact on our customers and to ensure the current levels of customer service are maintained.

If you have any questions, please contact Cecelia Huffines, 713-209-3580 or Charles Boyd, 713-209-3856.

Sincerely yours,



Doug Davaz

Insolvency Territory Manager

# Memorandum



Subject

Designation of Civil Process Clerks  
For Service Process

Date

July 20, 2005

To:

Honorable Michael N. Milby  
Clerk, U.S. District Court  
Southern District of Texas

From:

CHUCK ROSENBERG  
United States Attorney

Please be advised that pursuant to Rule 4(i)(1)(A) of the Federal Rules of Civil Procedure the following persons are designated as Civil Process Clerks for service of process for this office. All of the designated employees are located at Bank One, 910 Travis, Suite 1500, Houston, Texas 77002. All process servers must check in at Suite 1500.

**Legal Assistants:**

Janice Orta	Ext. 575
Gloria Gross	Ext. 702
Patricia Skoff	Ext. 528
Iris Tan	Ext. 341

The back-ups for service of process, if none of the above are available are:

**Paralegal Specialists:**

Marianne Bailey	Ext. 532
Dayton Crisp	Ext. 504
Christella Lee	Ext. 373

**Legal Support Manager:**

Cristina Stennett	Ext. 508
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cc: United States Marshal  
U.S. District Clerk's Office  
Houston Division  
Brownsville Division  
Corpus Christi Division  
Galveston Division  
Laredo Division  
McAllen Division  
Victoria Division